



THE WHITE HOUSE

WASHINGTON

June 8, 1982

NSC Review Completed.

MEMORANDUM FOR THE CABINET

FROM: CRAIG L. FULLER
ASSISTANT TO THE PRESIDENT FOR CABINET AFFAIRS

SUBJECT: The Arrival of the President -- June 11, 1982

The President will return from Europe on Friday, June 11. An arrival ceremony has been scheduled at Andrews Air Force Base late Friday afternoon. Admittance to the event will be by ticket only. We will make available to you as many tickets as you request, for personal use as well as for distribution.

Cabinet Members and Families

As your office has been informed by phone, arrangements have been made to transport you and your family guests from the Pentagon by helicopter to Andrews Air Force Base. If there are additions to the number you have already given my office, please let us know immediately. Guests being transported by helicopter are scheduled to arrive at AAFB at 5:45 PM. We will provide further details as they become available.

Honored Guests Reception

There will be a reception prior to the President's arrival for the Cabinet, the Joint Chiefs of Staff, the Diplomatic Corps and Members of Congress. The reception will be held at the Officers Club on the Base, and only those individuals whose names appear on the guest list at the door will be admitted. Guests will be shuttled from the Officers Club to the arrival area shortly before Air Force #1 is scheduled to touch down.

For purposes of reference, guests who will be attending the reception will be considered "VVIP's". In addition to Cabinet Members, the Joint Chiefs of Staff, Ambassadors and Members of Congress, other VVIP guests will be invited to attend the reception. We would like to give you an opportunity to extend that invitation to whomever you wish to include as your personal guests on that occasion. We will try to accommodate as many VVIP's as you request and will trust your discretion in determining who should be considered such.

Please provide us with the names of those individuals who will be attending the reception as your guests no later than close of business Wednesday, June 9. We will provide you with the requested number of tickets as soon as we receive that request from your office, so that you can distribute them enough in advance of Friday's event.

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Tickets

There are five categories of VIP tickets, denoted by five different colors. Likewise, there will be VIP "seated" and "standing" sections at the arrival area. Again, we will provide you with as many tickets of any or all categories as you request.

- Red Tickets are for guests who will be arriving at Andrews Air Force Base by helicopter, only. Cabinet Members and their families, the Joint Chiefs of Staff, etc. will be admitted to the reception automatically by virtue of that special ticket and will be seated in a special, designated area in the stands.
- Blue Tickets are for the next category of special, VIP guests, including the Diplomatic Corps, Members of Congress, Agency heads, Senior White House Staff. Blue ticket-holders will be seated in a special VIP section at the arrival site. Not all blue ticket-holders will be invited to the reception prior to the arrival. Guests with blue tickets should arrive at the West Gate, the designated VIP entrance point, no later than 5:45 PM.
- Yellow Tickets represent the next category of special VIP guests -- e.g. private sector representatives, RNC Eagles, high level Administration employees. Yellow-ticket holders will also be seated during the welcome ceremony and should arrive at the West Gate no later than 5:45 PM.
- Green Tickets gain admittance to a special VIP standing area and will be distributed to White House and Executive Office Building staffs, RNC staff and all government employees. Green ticket-holders should arrive at the main gate no later than 5:15 PM.
- White Tickets admit holders to another special VIP standing area and will be distributed to embassy personnel among other guests. Guests with white tickets should arrive at the Main Gate no later than 5:15 PM.

Please keep in mind the above category guidelines as you request tickets for distribution. As mentioned earlier, only those guests whose names appear on the invitation list at the door will be admitted to the reception at the Officers Club. All guests of Cabinet Members will receive blue tickets and will be seated in the stands; although not all such guests will necessarily attend the reception. In general, holders of red, blue and yellow tickets must arrive at the West Gate by 5:45 PM. Holders of green and white tickets must arrive at the Main Gate no later than 5:15 PM.

Departmental Staff Attendance

The Office of Presidential Personnel has contacted the White House liaison person within each department for an estimate of the number of personnel interested in attending the arrival event.

All government employees are encouraged to greet the President upon his arrival at AAFB this Friday and should adjust their work schedules in a manner so as not to incur expense to the taxpayer.

Because there appears to be considerable interest among department and agency personnel to attend this event, you may wish to encourage that arrangements be made for individuals to travel in groups to AAFB (e.g. by bus, carpool, etc.). Unlimited parking facilities will be available on the AAFB compound, with no more than a 15-minute walk from any given point to the arrival area.

The Office of Presidential Personnel and the White House Advance Office may be helpful with suggestions on arranging for bus transportation.

We are advised that the President is not aware that plans are being made for this arrival event, or that there will be a crowd gathered to welcome he and Mrs. Reagan upon their return. Needless to say, it will be a very special and important event for the President. And already, the interest and response has been overwhelming, a large number of tickets having been distributed in the Washington area as of Monday.

For many of those who will attend this event, it will be a "once-in-a-lifetime" chance to see the Cabinet, the Joint Chiefs of Staff, the Diplomatic Corps and Members of Congress assembled together in one place -- with military bands, the Color Guard and Honor Court as a backdrop. It will be an unprecedented event in many respects.

We have given you priority status in every way possible. We encourage you, therefore, to take advantage of this opportunity and your access to tickets. In turn, we suggest that you encourage your staffs to do the same, as their families and friends are all welcome.

My office is ready to answer any questions and assist in any way possible. Please refer all such calls to 456-2800.